

**NOTICE OF MEETING**  
**LONG BEACH CIVIL SERVICE COMMISSION**

**THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, DECEMBER 16, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.**

**A G E N D A**

1. **MINUTES**
  - a. Regular Minutes of December 9, 2009
  - b. Reduction/Suspension Hearing 03-R/S-89 Minutes of November 11 & 18, 2009 and December 2, 2009
2. **REQUEST FOR SELECTIVE CERTIFICATION** – Customer Service Representative
  - a. Communication from Lori Ann Farrell, Director of Financial Management
  - b. Staff report prepared by Caprice McDonald, Personnel Analyst
3. **REQUEST TO REAPPOINT RESIGNED EMPLOYEE** – Carlos Orellana, Gas Construction Worker
  - a. Communication from Christopher J. Garner, Director, Long Beach Gas & Oil
  - b. Staff report prepared by Rob Pfingsthorn, Personnel Analyst
4. **REQUEST TO EXTEND PROVISIONAL APPOINTMENT** – Fonda Jones, Gas Field Service Representative  
Staff report prepared by Lourdes Ferrer, Personnel Analyst
5. **REQUEST TO EXTEND PROVISIONAL APPOINTMENT** – Justin Luedy, Environmental Specialist Assistant  
Staff report prepared by Sal Ambriz, Personnel Analyst
6. **BULLETIN** – Transportation Planner
7. **EXAMINATION RESULTS**  
Assistant Administrative Analyst  
Gas Construction Worker  
Principal Construction Inspector
8. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**  
Building Maintenance Engineer  
Electrician  
Mechanical Equipment Stock Clerk  
Office Services Assistant  
Payroll/Personnel Assistant  
Terminal Services Representative
9. **RETIREMENT** – Stanley Ripley/Systems Support Specialist/Technology Services (27 yrs., 6 mos.)

10. **RESIGNATIONS**

Heather Daugherty/General Librarian/Library (1 yr., 6 mos.)

Jordan Biby/Special Services Officer III/Harbor (10 mos., 21 days)

11. **TRANSFER** – Erik Deck/Community Information Specialist II/Police to Community Information Specialist II/Technology Services

Staff report prepared by Diane Dzodin, Administrative Officer

12. **MANAGERS' REPORT**

13. **NEW BUSINESS**

14. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

**8:30 A.M. – DISMISSAL HEARING 19-D-78**

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.**

**"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".**

**LONG BEACH CIVIL SERVICE COMMISSION  
MARY ISLAS, PRESIDENT  
DECEMBER 9, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, December 9, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

**MEMBER EXCUSED:** Mary Islas

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**Vice President F. Phil Infelise presided.**

**MINUTES:** It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of December 2, 2009, be approved as amended. The motion carried by a unanimous roll call vote. Commissioner Haubert abstained from voting as he was not present.

**REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS – ARTICLE VIII SECTION 115(3)**      **Requesting Exception to Article II, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements for Housing Specialist, Limiting Applications to City Employees and Laid off City Employees**

The Secretary presented a staff report, prepared by Mario R. Beas, Executive Director, requesting Commission approval for an exception to Article II, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements, for Housing Specialist, as an open-competitive examination, limiting applications to City employees and City employees terminated due to layoffs in

2009. The Secretary briefed the Commission regarding this request. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried to approve the Exception to Civil Service Rules and Regulations, Section 115(3), Article II, Section 7 – Qualifications and Requirements. The motion carried by a unanimous roll call vote.

**REQUEST TO POSTPONE THE  
ORDER OF LAYOFF FOR  
POSITIONS IN THE POLICE  
DEPARTMENT:**

The Secretary requested that this item be pulled at the City Manager's request. He stated that the latest revised order of Layoff was for 25 positions in the Police Department. However, negotiations between the City and the Police Officers Association may result in five or less positions affected by layoffs. He stated that after January 1, 2010, the Police Department would know the actual number of positions that will be affected by an order of layoff. The City Manager knows that Civil Service Department staff is currently not working on the order of layoff. If needed, in January 2010, staff can initiate its work on the order of layoff. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried to removed item 3 from the agenda. The motion carried by a unanimous roll call vote.

**BULLETINS:**

It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Housing Specialist  
Public Health Nutritionist

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following eligible lists be extended for an additional six months, except as noted otherwise. The motion carried by a unanimous roll call vote.

Buyer  
Geographic Information Systems Technician  
Storekeeper  
Systems Support Specialist (12/10/08, 12/17/08)  
**(3 months)**  
Water Utility Mechanic **(1 month)**

**RETIREMENTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Karen Merritt/Clerk Typist II/Community Development  
Daniel Brooks/Police Sergeant/Police Department  
Robert Reed/Equipment Operator III/Public Works  
Wanda Sims/Registered Nurse II/Health & Human Services

**DISABILITY RETIREMENT:****LEESA MAHAFFEY/POLICE OFFICER/POLICE DEPARTMENT**

It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the subject disability retirement be received and filed. The motion carried by a unanimous roll call vote.

**RESIGNATIONS:**

It was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Conrrado Duran/Accountant I/Oil Properties  
Erika Ortiz/Police Officer/Police Department

**MANAGERS' REPORT:**

Diane Dzodin, Administrative Officer, informed the Commission that she and Beatriz Lacerda, Payroll/Personnel Assistant, along with other City employees, attended a very informative Federal Labor Standards Act (FLSA) training, which was conducted by the law firm of Liebert Cassidy and Whitmore.

Melinda George, Deputy Director, thanked Caprice McDonald, Personnel Analyst, and staff who assisted her, for the excellent job they did in the administration of the Assistant Administrative Analyst examination. She informed the Commission that the examination had three testing components being conducted at the same time.

The Secretary informed the Commission that President Mary Islas will be submitting a letter of her resignation from the Commission on Friday, December 11, 2009, and that a farewell reception has been planned for her. He extended an invitation to all to attend.

**ADJOURNMENT:**

There being no further business before the Commission,  
President Islas adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario R. Beas". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

MARIO R. BEAS  
Secretary

MRB:meh



**City of Long Beach**  
*Working Together to Serve*

**Agenda Item No. 2**

**Memorandum**

RECEIVED

2009 DEC -9 PM 12: 53

CIVIL SERVICE DEPT.

**Date:** December 7, 2009  
**To:** Civil Service Commission  
**From:** Lori Ann Farrell, Director of Financial Management/CFO *LF*  
**Subject:** **Request For Selective Certification**

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The Department of Financial Management is requesting your approval for Selective Certification. Personnel Requisition 09-23 is for a Customer Service Representative III in the Ambulance Billing Section of the Financial Services Division. The position was vacated February 2009, by the promotion of the previous incumbent to Customer Service Supervisor.

In addition to the minimum qualifications, this position requires an individual that is experienced in medical billing services. Due to the unique nature of this position, it is not practical to place a Customer Service Representative in this billing position without those additional skills and abilities. The demands and complexity of this revenue generating position require specific skills and experience in the area of advanced life support ambulance billing in order to adequately perform the function of the classification within the Ambulance Billing Section. Duties of the position include billing State, Federal, and Commercial Insurance; submitting electronic claims to MediCare and MediCal; a strong understanding of CPT codes, ICD-9, HCPCS, CMS 1500 and modifiers and familiarity with HIPPA Laws.

Selective Certification of the Customer Service Representative eligible list will allow the Department of Financial Management to fill the vacancy with individuals who possess the necessary medical billing experience to fill the position, thereby enabling the Department to continue meeting the needs of the City's advanced life support ambulance billing program.

It is therefore requested that an eligible list of Customer Service Representatives with medical billing experience be certified to the Department of Financial Management in accordance with Section 28 of the Civil Service Rules and Regulations. Should you have any questions regarding this request, please feel free to contact John Zanier at 8-6704.

cc: Pamela Horgan, Commercial Services Bureau Manager  
Diana J. Ambriz-Kienast, Financial Services Officer  
John Zanier, Administrative Services Officer

1 **DATE:** December 16, 2009  
2 **TO:** Civil Service Commission  
3 **FROM:**  Caprice McDonald, Personnel Analyst  
4 **SUBJECT: REQUEST FOR SELECTIVE CERTIFICATION – CUSTOMER**  
5 **SERVICE REPRESENTATIVE**

6  
7 Lori Ann Farrell, Director of Financial Management/CFO has requested that the Civil  
8 Service Commission approve a selective certification from the Customer Service  
9 Representative eligible list for individuals with medical billing experience. This skill was  
10 identified as a Desirable Qualification on the job opportunity bulletin, approved by the  
11 Civil Service Commission on November 5, 2008. Staff has reviewed this request and  
12 recommends approval in accordance with Article 4, Section 28 of the Civil Service  
13 Rules and Regulations.

14  
15 The Customer Service Representative eligible list was approved by the Commission  
16 and established on January 14, 2009. Three hundred sixty-eight (368) candidates  
17 qualified and were placed on the eligible list. Requisition #09-23 to fill one Customer  
18 Service Representative vacancy requiring medical billing experience has been  
19 received by the Civil Service Department.

20  
21 Candidates certified to this vacancy must possess specific skills and experience in the  
22 area of medical billing in order to perform the duties within the Financial  
23 Management's Ambulance Billing Section. Staff confirms that there are sufficient  
24 candidates to be certified for this desired experience.  
25



1 Upon Commission's approval of this request, Civil Service staff will identify candidates  
2 that meet the requested criteria and will certify the candidates in band order to the  
3 Financial Management Department in accordance with Article 4, Section 28 of the Civil  
4 Service Rules and Regulations.

5  
6 Staff has informed representatives of the Financial Management Department that this  
7 item is on today's agenda.

8  
9 CM SR121609 CSR SELCERT



# City of Long Beach Employment Opportunity

## CUSTOMER SERVICE REPRESENTATIVE

Job Number: 88

### **SALARY RANGE:**

Grades I - III: \$1,069.12 to \$1,735.36 Biweekly  
\$2,324.00 to \$3,773.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., November 7, 2008 through November 14, 2008. Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., Wednesday, November 19, 2008. Postmarks will not be accepted.**

**REQUIREMENTS TO FILE:** One-year or more of recent full-time paid experience performing customer service, clerical, cashing, meter reading, data entry, billing and/or collections related duties; ability to perform basic mathematical calculations; ability to operate office equipment including personal computers, photocopiers and fax machines; ability to effectively communicate both orally and in writing; ability to and organize work efficiently and effectively; ability to exercise tact, good judgment and patience in assisting the public and client departments.

Successful candidates will be required to pass a thorough background investigation prior to appointment. Proof of a valid motor vehicle operator's license may be required at time of appointment. If required, a current DMV driving record must be submitted to the hiring department at time of selection interview.

Some positions in the Commercial Services Bureau require willingness to work any one of three shifts between the hours of 7:30 a.m. and 6:00 p.m. and positions in the Towing Operations Division require willingness to work various shifts, including split shifts, holidays and weekends consisting of eight hours scheduled between 6:00 a.m. and 12:00 midnight.

**EXAMPLES OF DUTIES:** Under general supervision, performs tasks associated with billing, collecting and processing payments for City services, licenses, permits and parking citations; interacts with customers and/or City departments in-person, by telephone, mail, email, fax, or instant messaging; uses personal computer to obtain and enter information, create and update accounts, and manage the transfer of information regarding account, permit, license,

ion transactions and inquiries; dispatch field orders to

### **Apply to:**

**City of Long Beach  
Civil Service Commission**  
333 W. Ocean Blvd., 7th Floor  
Long Beach, CA 90802  
Phone: (562) 570-6202

### **Apply online: [www.longbeach.gov/civilservice](http://www.longbeach.gov/civilservice)**

### **For recorded announcement of other jobs available,**

Call (562) 570-6201  
TDD (562) 570-6638 (for hearing impaired)  
An Equal Opportunity Employer

**(Example of Duties continued):** gather information needed to validate City bills; maintain integrity of City utility, meter, and refuse records and accounts; operate mail opening machines, remittance processors, money counting machines, electronic cash registers, and related equipment. Prepare letters, memos and spreadsheets. Perform various collection efforts on delinquent accounts and represent the City on Small Claims Court actions.

**DESIRABLE QUALIFICATIONS:** Bank teller and/or cashing experience; telephone/call center, medical billing, debt collection experience and knowledge in the use of Microsoft Office software are desirable. Bilingual (English/Spanish or English/Southeast Asian) speaking ability is desirable for some positions.

### **EXAMINATION WEIGHTS:**

Application and Supplemental Applications .....Qualifying  
Occupational Written Test.....60%  
(Battery-operated calculators permitted.)

**Examination scope:** Mathematics, problem solving and cashing; filing - numerical, alphabetical and address; English usage - grammar and spelling; and customer service. Video Scenario Test.....40%

**Examination scope:** Interpersonal skills and phone skills. A minimum rating of 70 must be attained in each part of the examination in order to pass. Certification by score bands will be considered based on an analysis of the examination results.

**If you have not received notification of the disposition of your application by November 24, 2008, immediately contact the Civil Service Department at (562) 570-6202.**

This information is available in an alternative format by request to (562) 570-6202.

J.O.B. 88-09 D75AN-09  
DWM (Customer Service Representative)

11/5/08




If a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.



DEPARTMENT

RECEIVED  
2009 DEC 10 AM 9:09 M E M O R A N D U M  
CIVIL SERVICE DEPT.

Working Together To Serve

Date: December 16, 2009  
To: Civil Service Commission  
From: Christopher J. Garner, Director, Long Beach Gas & Oil   
Subject: **REQUEST TO REAPPOINT RESIGNED EMPLOYEE – CARLOS ORELLANA**

In accordance with the provisions of the Civil Service Rules and Regulations Section 45, the Long Beach Gas & Oil (LBGO) Department is requesting the Commission's approval to reappoint resigned employee Carlos Orellana to his former classification of Gas Construction Worker (GCW).

Mr. Orellana separated from the City on August 6, 2007 for personal reasons and was a qualified employee during his tenure with LBGO. He has expressed his desire to be reappointed to his former classification of Gas Construction Worker. He understands that he must successfully pass the City's medical examination and background investigation in order to be re-hired.

The GCW position performs semi-skilled construction and repair work on gas pipelines and related facilities for the City of Long Beach. It is a vital position to the safe operation of the City's Natural Gas Pipeline system.

Currently, there is no Civil Service priority list for the GCW classification. The position is revenue generating and the Department currently has eight vacancies. A clear operational necessity exists to maintain a consistent number of GCWs. The Department respectfully requests authorization to fill a vacant position. Personnel Requisition GO 09-18 has already been approved by the City Manager.

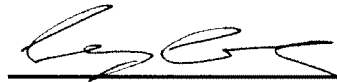
Your positive consideration of this request is highly appreciated. Please contact Ms. Lennie Arazo, Administrative Officer, at extension 82060 should you have any questions.

Cc: Mario Beas, Director, Civil Service Department  
Alan Winter, Manager, Engineering & Construction Bureau, LBGO  
Dan Colunga, Superintendent, Engineering & Construction Bureau, LBGO  
Lennie Arazo, Administrative Officer, LBGO

CJG:LDA:jf

I, Carlos Orellana would like to request to the Long Beach Civil Service Commission to be reappointed to my former position of Gas Construction Worker with the Long Beach Gas & Oil Department.  
Your consideration in this matter would be greatly appreciated.

Thank You



Carlos Orellana

12-8-2009

Date

1 **DATE:** December 16, 2009  
2 **TO:** Civil Service Commission  
3 **FROM:** RFP Rob Pfingsthorn, Personnel Analyst  
4 **SUBJECT: REQUEST TO REAPPOINTMENT RESIGNED EMPLOYEE – CARLOS**  
5 **ORELLANA, GAS CONSTRUCTION WORKER**

6 Correspondence has been received from Christopher J. Garner, Director, Long Beach  
7 Gas & Oil, requesting Civil Service Commission approval to reappoint Carlos Orellana  
8 to his former classification of Gas Construction Worker. Staff has reviewed the request  
9 and recommends that the Commission approve the request in accordance with Section  
10 45 of the Civil Service Rules and Regulations.

11 Facts for Consideration

- 12 • Although a new eligible list for Gas Construction Worker is on today's  
13 Commission agenda, Civil Service Rules and Regulations do not preclude the  
14 reappointment of a resigned employee. There is no priority list for this  
15 classification.
- 16 • Requisition #GO09-18 has been received and is on file in the Civil Service  
17 Department.
- 18 • Mr. Orellana was hired as a Gas Construction Worker on August 28, 2006 and  
19 subsequently obtained permanent status. He resigned from the City of Long  
20 Beach on August 6, 2007.
- 21 • Mr. Orellana has been informed of the terms and conditions of the  
22 reappointment and must complete a new probationary period.

23  
24 A representative from the Department of Long Beach Gas & Oil will be present to  
25 respond to any questions from the Commission.

RFP

REAPPOINTMENT OF RESIGNED EMPLOYEE (ORELLANA, 12-16-09).DOC

1 **DATE:** December 16, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Lourdes Ferrer, Personnel Analyst 

4 **SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT – FONDA JONES,**  
5 **GAS FIELD SERVICE REPRESENTATIVE**

6 The Civil Service Commission approved the provisional appointment of Fonda Jones to  
7 the classification of Gas Field Service Representative on May 13, 2009. Staff is  
8 requesting the Commission approve an extension of the provisional appointment, which  
9 expires December 28, 2009, in order to continue to meet the staffing needs at the Gas  
10 and Oil Department.

11  
12 A 75 business day extension will allow sufficient time for the Civil Service Department  
13 to complete the examination process for the classification of Gas Field Service  
14 Representative. Recruitment for the examination is currently underway and will close  
15 on December 18, 2009. Staff anticipates administering the written examination in mid-  
16 January with results going before the Commission for approval by the end of January.

17  
18 It is recommended that the Commission approve the extension of the provisional  
19 appointment, pursuant to Section 49 of the Civil Service Rules and Regulations.

20  
21 The Gas and Oil Department and Ms. Jones have been informed that this item is on  
22 today's agenda.

23  
24 LF: EXTENSION OF PROVISIONAL APPOINTMENT – JONES (G&O 12/16/09)

**DATE:** December 16, 2009  
**TO:** Civil Service Commission  
**FROM:** Sal Ambriz, Personnel Analyst  
**SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT – JUSTIN LUEDY,  
 ENVIRONMENTAL SPECIALIST ASSISTANT**

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On May 8, 2009, the Civil Service Commission approved the request for provisional appointment of Justin Luedy to the position of Environmental Specialist Assistant in the Harbor Department. This provisional appointment will expire on January 5, 2010. Staff is recommending approval of extension of provisional appointment, until the eligible list is established in January 2010, in accordance with Section 49 of the Civil Service Rules and Regulations.

Facts for Consideration

- Requisition HD 09-43 to fill one budgeted provisional Environmental Specialist Assistant vacancy in the Harbor Department, Environmental Services Division on a provisional basis is on file in the Civil Service Department.
- Mr. Luedy has been a provisional Environmental Specialist Assistant in the Harbor Department since May 23, 2009
- There is no eligible or priority list for Environmental Specialist Assistant.
- The Environmental Specialist Assistant job opportunity bulletin was presented to the Commission on October 28, 2009. The appraisal interview with writing exercise examination is scheduled to be in January 2010 and it is anticipated that the eligible list will also be completed in January 2010.



- The Harbor Department is aware that this staff report is on today's Commission agenda. Mr. Luedy applied for Environmental Specialist Assistant and will compete for a permanent appointment as an Environmental Specialist Assistant. The extension of Mr. Luedy's provisional appointment will be valid for 75 days.

Based on the information provided, staff recommends approval in accordance with Article V, Section 49 of the Civil Service Rules and Regulations.

# TRANSPORTATION PLANNER

Job Number: 11

## **SALARY RANGE:**

Grades I – IV: \$2,216.80 to \$3,796.88 Biweekly  
\$4,820.00 to \$8,255.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m.,  
December 18, 2009 through January 8, 2010.**

**Completed applications and supplemental  
applications must be received in the Civil Service  
Department by 4:30 p.m., January 8, 2010.  
Postmarks will not be accepted.**

**REQUIREMENTS TO FILE:** Graduation from a four-year college or university with a Bachelor's Degree (proof required)\* in Transportation Engineering, Urban Planning or closely related field with an emphasis in transportation planning **AND** two or more years journey-level experience in transportation planning, transportation engineering or traffic engineering.

A Master's Degree in Transportation Engineering, Urban Planning or closely related field may be substituted for one year of the required experience (proof required)\*.

Proof of a valid motor vehicle operator's license, including a current DMV driving record, is required at time of appointment and must be presented to the hiring department at the time of selection interview.

**\*Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts must be received in the Civil Service Department by 11:59 p.m., January 13, 2010. Documents may be uploaded to the on-line application, submitted in person, emailed to [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov), or faxed to (562) 570-5293.**

**EXAMPLES OF DUTIES:** Under direction, assists in traffic analyses and preparation of traffic studies for City of Long Beach facilities, transportation projects and environmental documents (EIR/EIS); manages and assists in the review of consultant traffic studies; assists in the review/analysis of regional transportation studies/issues pertaining to outside agencies such as SCAG, Los Angeles Metro, Caltrans and USDOT; conducts or assists in the review/analysis of traffic issues; conducts or assists in the analysis of regulatory (e.g., Congestion Management Program) and legislative issues; assists engineering staff in development and conceptual design of roadway and rail facilities; collects, develops and analyzes various types of data for use in City transportation studies; evaluates and develops strategies on funding issues; may represent the City at outside agency meetings; and performs other related duties as required.

**SELECTION PROCEDURE:** This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements to file will be placed on the eligible list, with those receiving Veteran's credit first, and then in order in which applications are filed. Eligible lists will be established periodically. Screening of candidates will be conducted on the basis of applications and supplemental applications submitted. As vacancies occur, names of qualified applicants will be submitted to the requesting department for consideration.

**If you do not receive notification of your status by  
January 27, 2010, please contact the Civil Service  
Department at (562) 570-6202.**

This information is available in an alternative format by request at (562) 570-6202.

SA 11/NC6AN-10  
(TransportationPlannerBulletin09)

12/16/09

1 **DATE:** December 16, 2009

2 **TO:** Civil Service Commission

3 **FROM:**  Diane Dzodin, Administrative Officer

4 **SUBJECT: REQUEST FOR TRANSFER OF ERIK DECK, COMMUNITY**  
5 **INFORMATION SPECIALIST**

6 The Police Department and the Technology Services Department have agreed to  
7 transfer Erik Deck, Community Information Specialist II, from the Police Department to  
8 the Technology Services Department. Mr. Deck concurs with the transfer.

9  
10 Pursuant to Section 64 of the Civil Service Rules and Regulations, staff is  
11 recommending Commission approval of the above transfer of Erik Deck to the  
12 Technology Services Department.